

TOIYABE INDIAN HEALTH PROJECT, INC.

PAIUTE PROFESSIONAL BUILDING

52 TU SU LANE

BISHOP, CA 93514

(760) 873-8464 * FAX (760) 873-3935

POSITION DESCRIPTION

POSITION: Family Practice Physician
WORK STATION: Lone Pine Clinic
SALARY RANGE: TSS 52
SUPERVISOR: Clinic Manager/Medical Director
SUPERVISES: Clinic Medical Staff

POSITION SUMMARY: To provide quality medical service for the satellite family practice clinic. Primary service is to Native American patients but also serves general local population. Will assist with administrative and education tasks.

QUALIFICATIONS:

1. Must have a valid medical degree from an accredited School of Medicine.
2. Valid CA medical license or willing to obtain within one year of hire.
3. Current CPR and DEA certifications, maintaining current status at all times.
4. Valid CA drivers license and insurable with company insurance.
5. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
6. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

DUTIES & RESPONSIBILITIES:

- A. **Patient Clinic Care**
1. See patients daily including:
 - a. Evaluation of new patients
 - b. Follow-up care of known medical, social or other problems affecting patient health.
 - c. Pre-natal visits (when determined).
 - d. Pediatric well-child and ill-child care.
 - e. Immunizations and periodic health maintenance.
 2. Perform medical follow-up at Diabetic Clinic monthly.
 3. Review laboratory reports and x-rays.
 4. Telephone consults with patients, as needed.
 5. Serve as consultant to Mid-level providers as needed for Toiyabe-wide services.

B. Administrative Duties

1. Meet with other providers weekly to discuss Clinic policies, organization details and quality of medical care.
2. Attend medical clinic staff meetings.
3. Attend staff meeting monthly.
4. Attend hospital staff meetings as appropriate.
5. Carryout special assignments to upgrade Clinic quality of care and administration.
6. Supervise Physician Assistant as required by established protocols.

C. Educational Duties

1. Participate in quality assurance meetings with other providers.
2. Attend monthly educational meetings with Clinic staff.
3. Participate in the education of Clinic staff and medical aides on a weekly basis.
4. Attend continuing education for physicians as interest and requirements for the AAFP/CMA.
5. Participate in Inyo County medical society meetings as appropriate.
6. Works in accordance with all Toiyabe Personnel Policies and staff responsibilities.
7. Performs other job-related duties as assigned.